MC0231

HOSPITAL EQUIPMENT NOTE

WARD UNITS

4

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Ward Units

CONTENTS

I Scope.

II General Considerations on the Use of Equipment Notes.

III Special Considerations in Respect of this Note.

IV Cost.

V List of Rooms, etc.

A Basic accommodation.

B Additional accommodation.

VI Schedule of Equipment.

Appendix: Departmental Cost Summary.

I. Scope

This Equipment Note gives guidance on the equipment required for a Ward Unit. It is intended to be read in conjunction with Hospital Building Note No. 4 on the design of acute medical and surgical ward units for a general hospital. It does not cover specialised ward units, e.g. children's, chronic sick or maternity.

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application, and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning frame-work set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout the Equipment Notes:

The term "equipment" covers all items necessary for the functioning of the hospital and includes both non-technical (e.g. furniture) and technical equipment. Short term consumable supplies such as fuel, stationery, food, drugs and dressings are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable for the Ward Unit described in Building Note No. 4 and has been listed in room (or space) sequence conforming to that Building Note. The lists are drawn up in such a way that they can be applied to units of varying sizes and of varying designs within the context of the Building Note. To achieve this flexibility, the method of applying the lists will vary, thus:

(*a*) for ward accommodation, since the combination of single and multiple bed wards will vary at local choice, the equipment has been shown on a unit basis, i.e. per bed space or per bay or ward as appropriate, so enabling any arrangement to be catered for;

(*b*) for recurring rooms such as single bed wards, toilets and the like, the list shows the equipment for one room and this will require to be multiplied by the number of such rooms included in the schedule of accommodation;

(*c*) for standard rooms, that is, those not materially affected by the size of the department, the equipment is listed for one room, although planning requirements may in some instances justify more than one such room in larger departments (e.g. sluice room);

(*d*) in the case of the ward pantry and the list of departmental items, equipment is related to the requirements of a 30-bed ward and suitable adjustments will need to be made for ward units of other sizes;

(*e*) some minor variations may also be required as between male and female wards and surgical and medical wards.

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where linen towels are to be used.

IV. Cost

Guidance on the cost of equipping ward units to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries for a range of sizes are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in the room schedules but these have been taken into account in the cost allowance for construction (including engineering) in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

V. List of Rooms, etc.

A. Basic Accommodation — Page reference

(*a*) Wards
- (i) Single bed wards — 3
- (ii) Multiple bed wards or bays — 4

(*b*) Day space including provision for dining — 5

(*c*) Treatment room — 5

(*d*) Utility rooms
- (i) Clean utility room — 6
- (ii) Dirty utility room — 6

(*e*) Bathrooms — 7

(*f*) Ablution facilities — 7

(*g*) W.Cs. — 8

(*h*) Sluice room — 8

(*i*) Test room — 8

(*j*) Sister's room — 9

(*k*) Nurses' duty room or station(s) — 9

Page reference

(*l*) Nurses' lavatory and cloakroom — 10

(*m*) Ward pantry — 11-12

(*n*) Linen bay(s) — 12

(*o*) Store(s) — 12

(*p*) Cleaners' room — 13

(*q*) Wheelchair bay — 13

(*r*) Flower room(s) or bay(s) — 13

Departmental items — 14-16

B. Additional accommodation

(*a*) Doctors' room — 17

(*b*) Visitors' waiting space — 17

(*c*) Accommodation for relatives of dangerously ill patients — 17

Appendix — 18

VI. Schedule of Equipment

A. Basic Accommodation

(*a*) WARDS

(i) *Single bed ward*

		Quantity	*Notes*
Basic List			
Group I:	Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
	Dispenser, soap	1	
	Towel rail	1	For patient's towel.
	Mirror	1	
	Wardrobe, built-in	1	For patient's clothing, incorporating coat-hangers.
	Storage, cupboard, small	1	For patient's toilet articles, bowl, etc. (This can be movable or incorporated in another fitment if necessary.)
	G.P.O. telephone socket outlet, for use with portable call-box unit	1	To serve 4 to 6 patients.
	Shield or curtain fitting for door panel	1	For patient's privacy.
	Bedhead light	1	
	Night lighting	As required	
	Patient call/radio bedhead unit with re-set switch	1	See Building Note No. 4 for details.
	Piped oxygen and suction connectors	As required	
	Socket outlet, single	1	
	Socket outlet, 30 amp.	As required	For portable X-ray apparatus—see Building Note No. 4.
Group IIa:	Dispenser, towel	1	For staff use.
	Wall fitting for thermometer	1	
Group IIb:	Bedstead, hospital type	1	B.S. 1682. Should be mobile, with suitable castors, and incorporate a standard range of features.
	Chair, semi-easy, arm	1	
	Chair, upright, small	2	These are intended mainly for use of visitors and will probably be uniform throughout the unit, in which case a stacking type may be preferable.
	Locker, bedside	1	B.S. 1765.
	Mattress	1	B.S. 1818 or 1819 or 3093.
	Pillow	3	Additional provision in Departmental List, p. 15.
	Table, overbed	1	B.S. 2438. Fixed, adjustable or cantilever type.
	Bin, disposal, for paper towels	1	
Group III:	Bowl, plastic	1	
	Bin, waste paper	1	
	Thermometer, clinical and holder	1	
			NOTE: Footstools, linen, etc., are included in the Departmental List, pp. 14–15.
	Cost Guide (excluding Group I)	£90	
Additional List			
Group I:	Heater, electric	1	
Group III:	Holder, chart	1	
	Cost Guide (additional list, excluding Group I)	£1	
W.Cs. in single bed wards (where provided, on the basis indicated in Building Note No. 4).			
Basic List			
Group I:	W.C. suite with bedpan flush attachment	1	
	Toilet paper fitting	1	
	Basin, lavatory	1	
	Towel rail	1	
	Grab rail	2	
	Dispenser, soap	1	
Group IIa:	Dispenser, towel	1	
Group III:	Bin, disposal, for paper towels	1	
	Cost Guide (excluding Group I)	£1	

(*a*) WARDS (continued)

(ii) *Multiple bed ward or bay*

The first column indicates the basic requirements for the ward or bay; the second column shows the requirements for each bed-space, which should be multiplied by the number of beds in the ward or bay.

		Quantity		*Notes*
		Per bay	*Per bed*	
Basic List				
Group I:	Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	—	
	Dispenser, soap	1	—	
	Mirror	1	—	
	Curtain rails for cubicles	—	As reqd.	
	Wardrobe, built-in	—	1	For patient's clothing, incorporating coat-hangers. Sited in blocks depending on planning.
	Clock, electric	As reqd.	—	A sweep second hand may be useful.
	G.P.O. telephone socket outlet for use with portable call-box unit	As reqd.	—	One socket outlet for 8 to 12 patients.
	Bedhead light	—	1	
	Night lighting	As reqd.	—	
	Patient call/radio bedhead unit with re-set switch	—	1	See Building Note No. 4 for details.
	Piped oxygen and suction connectors	As reqd.	—	
	Socket outlet, single	—	1	
	Socket outlet, 30 amp.	As reqd.	—	For portable X-ray apparatus—see Building Note No. 4.
Group IIa:	Dispenser, towel	1	—	For staff use.
	Wall fitting for thermometer	—	1	
Group IIb:	Bedstead, hospital type	—	1	B.S. 1682. Should be mobile, with suitable castors, and incorporate a standard range of features.
	Chair, semi-easy, arm	1	—	See also Day Space provision of chairs.
	Chair, upright, small	—	1 or 2	These are intended mainly for the use of visitors and will probably be uniform throughout the unit in which case a stacking type may be preferable. Requirements may depend on the accessibility of spares from the Day Space, etc.
	Locker, bedside	—	1	B.S. 1765.
	Mattress	—	1	B.S. 1818 or 1819 or 3093.
	Pillow	—	3	Additional provision in Departmental List, p. 15.
	Table, overbed	—	1	B.S. 2483. Fixed, adjustable or cantilever type.
	Bin, disposal, for paper towels	1	—	
Group III:	Bowl, plastic	—	1	
	Bin, waste paper	1	—	
	Curtaining for bed cubicles	—	As reqd.	
	Thermometer, clinical and holder	—	1	
				NOTE: Footstools, linen, etc., are included in the Departmental List, pp. 14–15.
	Cost Guide (excluding Group I)	£13	£82	
Additional List				
Group IIb:	Table, small	1	—	
Group III:	Holder, chart	—	1	
	Cost Guide (additional list)	£5	£1	

(*b*) DAY SPACE INCLUDING PROVISION FOR DINING

The equipment listed below is intended to meet the requirements generally, whether the Day Space is separated from or partly within the ward bays, and is related to the requirements for a 30-bed ward. Depending on the planning, some variation may, however, be necessary.

		Quantity	*Notes*
Basic List			
Group I:	G.P.O. telephone socket outlet	1	
	Clock, electric	1	
	Storage	As required	This may take the form of cupboards, shelves or a bookcase. Alternatively a bookcase should be included in Group IIb.
	Electric fire (luminous)	1	
	Socket outlet, twin	1	
	Aerial connections, TV and radio	As required	
Group IIb:	Chair, upright	16	
	Chair, easy, or semi-easy	10	A proportion to be semi-easy for use in Ward bays if necessary.
	Table, dining	4	Each to seat four.
	Table, occasional	3	
	Cushions	8	
Group III:	Ashtray	8	Some may be of pedestal type if desired.
	Bin, waste paper	2	
			NOTE: Footstools are included in the Departmental List on p. 14.
	Cost Guide (excluding Group I)	£215	
Additional List			
Group I:	Mirror	1	
	Patient/nurse call system	1	
Group IIb:	Bookcase	1	If fixed bookcase is not provided.
	Cost Guide (additional list, excluding Group I)	£15	

(*c*) TREATMENT ROOM

		Quantity	*Notes*
Basic List			
Group I:	Lamp, adjustable, ceiling fixed	1	
	Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
	Dispenser, soap	1	
	Hook, clothes	1	
	Clock, electric	1	Synchronous, with a sweep second pointer.
	Socket outlet, twin	2	
	Piped oxygen and suction connectors	As required	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Couch, examination	1	B.S. 2838.
	Trolley, dressing	2	B.S. 3236. One 24 in. × 18 in., one 18 in. × 18 in.
	Stool, adjustable, surgeon's	1	
	Stool, stepping	1	For patients using examination couch.
	Chair, upright, small	1	
	Bin, pedal operated	1	Or paper sack holder.
	Cost Guide (excluding Group I)	£80	
Additional List			
Group I:	Holder, nailbrush	1	
	Patient/nurse call system	1	
Group III:	Brush, nail	1	
	Cost Guide (additional list, excluding Group I)	£—	

(*d*) UTILITY ROOMS

(i) *Clean utility room*

		Quantity	*Notes*
Basic List			
Group I:	Worktop	1	With space below for trolley storage. To be sited under hatch to Treatment Room if hatch is provided.
	Storage, cupboard, lockable, with drawers and shelves	20 cu. ft.	For lotions, etc.
	Storage for C.S.S.D. packs	As required	i.e. shelves or parking space for trolleys.
	Basin, lavatory, with elbow or wrist action taps	1	
	Dispenser, soap	1	
	Socket outlet, twin	1	
	Heated cupboard	1	For warming solutions and dressings.
	Hotplate	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Trolley, dressing	3	B.S. 3236. 18 in. × 18 in.
	Refrigerator, small	1	For storage of drugs. Alternatively may be situated in the Nurses' Duty Room or Station.
	Bin, disposal, for paper towels	1	
	Bin, pedal operated	1	
	Cost Guide (excluding Group I)	£85	
Additional List			
Group IIa:	Dispenser, syringe	1	
	Cost Guide (additional list)	£9	

(ii) *Dirty utility room*

		Quantity	*Notes*
Basic List			
Group I:	Worktop	1	The sizes will depend on whether C.S.S.D. trolleys are parked here to collect soiled articles. The worktop should be sited under the hatch (where hatch is provided to Treatment Room).
	Shelving	As required	
	Sink, with elbow or wrist action taps	1	If the Dirty Utility Room is distant from the Sluice Room, this sink may need to be combined with slop-hopper.
	Draining board	1	
	Dispenser, soap	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Bin, pedal operated	2	Or paper sack holder.
	Stand, soiled linen collection	3	One for foul linen.
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£25	

(e) BATHROOMS

The basic requirements for one bathroom are listed. Alternatively two shower baths may be provided. Reference should be made to Building Note No. 4.

		Quantity	Notes
Basic List			
Group I:	Bell push, patient/nurse call system	1	
	Hook, clothes	2	
	Bath	1	
	Mirror	1	
	Shelf	1	
	Towel rail, heated	1	Connected to H.W.S. secondary circuit.
	Hand rail, wall fixed	1	Alongside and at end of bath, or grips for free-standing bath.
Group IIa:	Height measure, wall mounted	1	
Group IIb:	Chair, upright, small	1	
	Stool	1	
	Bath mat	1	
Group III:	Bathrack	1	
	Thermometer, bath	1	
	Brush, bath and holder	1	
	Cost Guide (excluding Group I)	£8	
Additional List			
Group I:	Basin, lavatory	1	
	Cost Guide (additional list, excluding Group I)	£—	

(f) ABLUTION FACILITIES

Equipment is shown on a unit basis except where indicated otherwise. Lavatory basins should be provided in the proportion of not less than one to every six patients as indicated in Building Note No. 4. These may be grouped in one compartment or preferably dispersed throughout the unit.

		Quantity	Notes
Basic List			
Group I:	Basin, lavatory	1	
	Shelf	1	
	Towel rail	1	
	Mirror	1	
	Hook, clothes	2	
	Bell push, patient/nurse call system	1	For each ablution area.
	Special socket for electric razor	1	
Group III:	Bin, waste paper	1	In each compartment.
	Spray attachment, portable	1	One may serve the whole ward (for washing hair).
	Cost Guide (excluding Group I)	£1	
Additional List			
Group I:	Storage for patients' washing bowls	As required	Required where washing compartment is attached to bay.
	Cubicle curtain rails	As required	Required for groups of lavatory basins.
Group IIb:	Chair, upright, small (or stool)	1	
Group III:	Curtaining for cubicles	As required	Where lavatory basins are grouped.
	Cost Guide (additional list, excluding Group I)	£3	+ £3 10s. per cubicle for curtaining.

(*g*) W.Cs.

W.Cs. should be provided in the proportion indicated in Building Note No. 4, Sections (*a*) (i) and (*g*). Equipment is shown on a unit basis.

		Quantity	*Notes*
Basic List			
Group I:	Bell push, patient/nurse call system	1	
	W.C. suite	1	
	Shelf, small	1	
	Hook, clothes	1	
	Toilet paper fitting	1	
	Grab rail	2	
Group IIb:	Bin, sanitary	1	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	£2	
Additional List			
Group I:	Basin, lavatory, small	1	Dependent on planning.
	Dispenser, soap	1	Dependent on planning.
Group IIa:	Dispenser, towel	1	Dependent on planning.
Group IIb:	Bin, disposal, for paper towels	1	Dependent on planning.
	Cost Guide (additional list, excluding Group I)	£1	

(*h*) SLUICE ROOM and (*i*) TEST ROOM

The Test Room may take the form of an alcove adjacent to the Sluice Room, when the items marked* will be required in the alcove.

		Quantity	*Notes*
Basic List			
Group I:	Bedpan washer and disinfector with automatic control	1	
	Flushing sink, with slab	1	
	Dispenser, soap	1	
	Storage, cupboard	1	For sputum and vomit containers.
	Storage, cupboard, ventilated	1	For urine specimens.
	*Sink unit, small, with elbow or wrist action taps	1	As laboratory sink, with gooseneck taps.
	*Racks, drainage	As required	i.e. for test tubes.
	*Worktop	1	Acid-resistant surface.
	Cabinet, bedpan, heated	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, pedal operated	3	*1 to Test Room where this is separated.
	Bin, disposal, for paper towels	1	
	*Cabinet, urine test, complete	1	Lockable.
Group III:	Bedpan	10	B.S. 2588.
	Bottle, urine	20	B.S. 3215.
	Bowl, vomit	6	
	Cost Guide (excluding Group I)	£60	

(*j*) SISTER'S ROOM

		Quantity	*Notes*
Basic List			
Group I:	Mirror	1	
	Clock, electric	1	
	Telephone	1	
	Hook, clothes	2	
	Socket outlet, twin	1	
Group IIb:	Bookcase	1	
	Desk	1	
	Chair, desk	1	
	Chair, arm	1	
	Chair, upright, small	2	
	Table, side, small	1	
	Cupboard, storage, lockable	1	
	Patients' record system	1	
Group III:	Ashtray	1	
	Bin, waste paper	1	
	Desk set	1	As required, e.g. inkstand, blotter, trays, etc.
	Cost Guide (excluding Group I)	£70	
Additional List			
Group I:	Board, notice	1	
Group IIb:	Cabinet, filing, 2-drawer	1	
	Cost Guide (additional list, excluding Group I)	£8	

(*k*) NURSES' DUTY ROOM OR STATION(S)

The basic equipment requirements will be the same for either a nurses' duty room or an open nurses' station. If two nursing groups are provided within the ward it is the common practice to provide two nurses' stations.

		Quantity	*Notes*
Basic List			
Group I:	Sink, medicine with elbow or wrist action taps	1	Laboratory type, with gooseneck taps, sink fitted into worktop.
	Dispenser, soap	1	
	Patient/nurse call system	1	
	Cupboard D.D.A. with internal lighting	1	B.S. 2881.
	Cupboard, medicines and lotions, lockable	1	To accommodate medicine trolley and also for Schedule I poisons and reserve stock.
	Telephone	1	With suitable bell and light for day and night use.
	Clock, electric	1	
	Board, notice	1	
	Socket outlet, twin	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Desk	2	Alternative provision would be a built-in counter under Group I.
	Trolley, patients' records, plus diagnostic set	1	
	Chair, upright, small	2 or 3	
	Desk lamp	1 or 2	Depending on planning.
	Trolley, medicine	1	
	Bin, disposal, for paper towels	1	
	Illuminator, X-ray film, portable	1	
Group III:	Bin, waste paper	1	
	Torch, hand, electric	2	
	Desk set	1	As required, e.g. inkstand, blotter, trays, etc.
	Rack, stationery	2	Unless incorporated in the desk or counter fitting.
	Cost Guide (excluding Group I)	£125	

A. Basic Accommodation

(*l*) NURSES' LAVATORY AND CLOAKROOM

The planning of the building may permit the sharing by more than one ward unit of the nurses' lavatory and cloakroom. A similar arrangement for male staff may also be convenient. The equipment is listed, therefore, on a unit basis.

For W.C. cubicles		*Quantity*	*Notes*
Basic List			
Group I:	W.C. suite	1	
	Toilet paper fitting	1	
	Hook, clothes	1	
	Shelf, small	1	
Group IIb:	Bin, sanitary	1	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	£3	
Additional List			
Group I:	Basin, lavatory, small	1	Optional, dependent on planning.
	Dispenser, soap	1	Optional, dependent on planning.
Group IIa:	Dispenser, towel	1	Optional, dependent on planning.
Group IIb:	Bin, disposal, for paper towels	1	Optional, dependent on planning.
	Cost Guide (additional list, excluding Group I)	£1	
For Cloakrooms			
Basic List			
Group I:	Basin, lavatory	1	} For each basin.
	Mirror	1	
	Shelf	1	
	Dispenser, soap	1	
	Hooks, clothes	As required	For nurses' cloaks and aprons.
	Mirror, long	1	For each cloakroom.
Group IIa:	Dispenser, towel	1	For each 3 or 4 lavatory basins.
Group IIb:	Locker, small	1	For each member of staff, for personal belongings
	Umbrella rack	1	For each cloakroom.
	Chair, upright, small	1	For each cloakroom.
	Bin, disposal, for paper towels	1	For each cloakroom.
Group III:	Bin, waste paper	1	For each cloakroom.
	Cost Guide (excluding Group I)	£6	+£2 10s. for each small locker.

(*m*) WARD PANTRY

The following are the main requirements for a pantry serving a 30-bed ward. The equipment listed is required in all cases except where there is a full centralised tray service. A dish-washing machine or sterilising sink will be required only where centralised washing-up is not available.

Basic List		*Quantity*	*Notes*
Group I:	Instantaneous water boiler, with drip tray	1	
	Boiling ring, double, or hotplate, double	1	
	Grill or toaster	1	
	Hot closet	1	
	Sink unit, 1 sink with 2 drainers	1	Stainless steel.
	Dispenser, soap	1	
	Clock, electric	1	
	Cupboard units	2 or 3	For crockery, cutlery and dry goods (one unit lockable).
	Basin, lavatory	1	Unless available nearby. (Food Hygiene (General) Regulations, 1960, refer.)
	Worktop, or table, minimum 6 ft. length	1	With impervious surface.
	Board, notice	1	
Group IIa:	Dispenser, towel	1	
	Dispenser, paper tea towel	1	
Group IIb:	Trolley, general purpose, service	1	
	Bin, pedal operated	1	For scrap food.
	Bin, rubbish	2	With rubber lid and box if appropriate; alternatively, paper sack holder.
	Bin, bread	1	
	Bin, disposal, paper towel	1	
	Refrigerator, 5 to 8 cu. ft.	1	To take day's supply of milk bottles.
	Rack, tray, mobile	1	Size 36 in. × 20 in. overall.
	Stool	2	
Group III:	Basin, 1 pint	1	
	Basin, 2 pint	1	
	Basin, sugar, individual	30	
	Beaker	30	
	Beater, egg	1	
	Board, bread, rectangular	2	
	Bowl, plastic	1	
	Brush, nail	1	
	Brush, bottle and spout	1	
	Brush, hand	1	
	Condiment set (salt and pepper)	30	
	Container, coffee	1	
	Container, sugar	1	
	Container, tea	1	
	Container, cocoa	1	
	Corkscrew	1	
	Cover, plate, aluminium	6	
	Cup, egg	30	
	Cup, feeding	6	
	Cup, tea	42	
	Dish, butter	2	
	Dish, jam, 4 in. diameter	6	
	Dustpan	1	
	Fork, dessert	36	
	Fork, dinner	36	
	Glass, fruit juice, 3 oz.	18	
	Grater	1	
	Jug, milk, 4 oz.	30	
	Jug, graduated, 1 pint	1	
	Jug, 4 pint	2	
	Jug, 2 pint	2	
	Kettle, 6 pint	1	
	Knife, bread	2	
	Knife, dinner	36	
	Knife, dessert	36	
	Knife, vegetable	1	
	Ladle, 2 oz.	1	
	Ladle, $\frac{1}{3}$ pint.	2	
	Ladle, $\frac{1}{4}$ pint	2	
	Mixer, hand plunger type	1	
	Opener, bottle	1	
	Opener, tin	1	
	Pan, frying	2	
	Plate, cereal and soup	36	
	Plate, dessert and breakfast	36	
	Plate, dinner	36	
	Plate, tea	36	
	Poacher, egg, 6 egg size	1	
	Pot, mustard, 4 oz.	1	
	Saucer	36	

(*m*) WARD PANTRY (continued)

		Quantity	*Notes*
Basic List			
Group III: (*Cont'd.*)	Saucepan, aluminium, 3 pint	1	
	Saucepan, aluminium, 2 pint	1	
	Saucepan, aluminium, 1 pint	1	
	Saucepan, double, aluminium, 8–10 pint	1	
	Saucepan, with wire basket (eggs)	1	
	Scoop, ice-cream service, size 20–24	1	
	Slice, fish, 11–12 in. overall	2	
	Spoon, dessert	36	
	Spoon, egg	36	
	Spoon, soup	36	
	Spoon, serving, 8–10 in. handle	4	
	Spoon, serving, perforated	1	
	Spoon, tea	36	
	Squeezer, lemon	1	
	Strainer, coffee	1	
	Strainer, sink	1	
	Strainer, tea	1	
	Teapot, individual	30	
	or		
	Teapot, 6 pint	2	
	Timer, egg	1	
	Tin, biscuit	2	
	Tin, cake	1	
	Tongs, food service	2	
	Tray (to fit tray rack)	32	For patients' meals and service.
	Tray, serving, 9 in. circular	3	
	Tumbler, glass	36	
	Vinegarette	3	
	Cost Guide (excluding Group I)	£230	
Additional List			
Group I:	Dishwashing machine with baskets to fit	1	Not required where there are centralised wash-up facilities.
	or		
	Sterilising sink with baskets to fit	1	
	Patient/nurse call system	1	If required, according to planning.
Group IIb:	Scales, diabetic	1	
Group III:	Box, cutlery	1	If not included in cupboard unit.
	Fork, fish	30	Required if cutlery not stainless steel.
	Knife, fish	30	Required if cutlery not stainless steel.
	Liquidiser	1	
	Cost Guide (additional list, excluding Group I)	£24	

(*n*) LINEN BAY(S)

The quantities of linen, blankets, etc., required for a 30-bed ward are shown separately, in the list of departmental items, pp. 14-15.

		Quantity	*Notes*
Basic List			
Group I:	Storage, cupboard(s) to accommodate trolleys	As required	With suitable facilities for reaching high shelves if required.
	Racking, over cupboard		
Group IIb:	Trolley, clean linen	2	
	Cost Guide (excluding Group I)	£40	

(*o*) STORE(S)

The equipment required may be in the form of built-in shelving in cupboards or loose racking, depending on the planning. The items stored here are shown separately in the list of departmental items.

		Quantity	*Notes*
Basic List			
Group I:	Racking	As required	Alternatively this may be provided under Group 11b.
	Hooks	As required	
Group IIb:	Ladder, step	1	
	Cost Guide (excluding Group I)	£3	

(*p*) CLEANERS' ROOM

		Quantity	*Notes*
Basic List			
Group I:	Bucket sink	1	
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Racks, pegs or hooks	As required	For implements.
	Storage	18 cu. ft.	For day-to-day stock of cleaning materials, etc.
Group IIb:	Trolley, domestic, small	2	
	Holder, paper sack	1	
Group III:	Cleaner, vacuum	1	B.S. 3028.
	Scrubber/polisher, electric	1	
	Cleaning utensils	As required	
	Cost Guide (excluding Group I)	£150	

(*q*) WHEELCHAIR BAY

The following items are for storage and use within the ward unit as distinct from any central pool.

		Quantity	*Notes*
Basic List			
Group IIb:	Wheelchair	3	
	Sani-chair	3	These may be more appropriately stored near the Sluice Room or patients' lavatory.
	Cost Guide (excluding Group I)	£100	

(*r*) FLOWER ROOM(S) OR BAY(S)

The following requirements cater for one Flower Room for a 30-bed ward unit but in a Duplex ward unit it may be preferable to provide two flower rooms (or bays) in which case the equipment should be duplicated as necessary.

		Quantity	*Notes*
Basic List			
Group I:	Sink	1	
	Worktop	1	
	Holder, paper sack, fixed	1	Or bins.
	Storage, cupboard or shelves	1	For vases.
Group IIb:	Trolley	2	For flower transportation.
	Bucket, plastic	4	For immersion.
Group III:	Vase, flower	50	
	Holder, pot plant, individual	12	
	Secateurs (or scissors)	1 (pairs)	
	Cost Guide (excluding Group I)	£40	

A. Basic Accommodation

DEPARTMENTAL ITEMS

Generally, items are shown throughout the lists in the rooms where they will normally be found in the department. In addition, the items set out below relate to the Ward Unit as a whole, listed under (*a*) Linen, (*b*) General Items and (*c*) Central Sterile Supply Department items.

The items under (*a*) will probably be supplied from the Central Linen service and the quantities shown (and cost) are intended to give guidance on the requirements of an individual Ward Unit of 30 beds, but the total quantities held in the Central Linen Department will depend on various factors.

The items under (*b*) are also for general guidance, as the needs of a Medical Ward will differ from those for a Surgical Ward.

The items listed under (*c*) will be obtained from the Central Sterile Supply Department. Therefore an assessment of the basic requirements (and cost) for a 30-bed Ward Unit has not been made, but quantities will be shown in the Equipment Note for a C.S.S.D. in due course. The list is intended to give an indication of the type and variety of items which it has been assumed will be obtained from the C.S.S.D. The cost of these will also be included under the C.S.S.D.

		Quantity	*Notes*
Basic List			
(*a*) *Bedding and Linen*			Disposable items may be preferred in some cases.
Group III:	Bag, soiled linen	30	
	Blanket	120	
	Blanket, bath	18	
	Blanket, coloured	12	
	Cap, operation	30	
	Case, pillow	180	
	Cloth, medicine	15	
	Cloth, serviette	90	
	Cloth, tray	60	
	Cloth, vomit	30	
	Counterpane	45	
	Cover, air ring	18	
	Cover, hot water bottle	12	
	Cover, mattress	30	
	Gown, barrier, nurses	48	
	Gown, dressing, washable	18	
	Gown, open, bed	15	
	Gown, operation	36	
	Jacket, bed	24	
	Nightdress, patients	20	
	Pyjamas, patients (pairs)	20	
	Sheet	180	
	Sheet, draw	180	
	Sheet, mortuary	5	
	Towel, bath	45	
	Towel, hand	90	
	Towel, hand, huckaback	60	
	Cost Guide	£920	
(*b*) *General items*			
Group I:	Directional signs, door labelling/numbering	As required	
	Incinerators for toilets	As required	
Group IIa:	Fire fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As required	See British Standards Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group IIb:	Carpet or rugs	As required	
	Window curtains	As required	
	Stand, infusion	3	
Group III:	Air ring, rubber	6	
	Apparatus, walking	1	
	Apron, plastic	3	
	Ashtray, pedestal type	1	Outside ward entrance.
	Aspirator, potains	1	
	Blanket, electric	2	
	Bottle, hot water	6	
	Bowl, fruit	36	For patients' lockers.
	Clipper, hair	1	
	Clipper, nail	2	
	Comb, dressing	3	
	Comb, fine tooth	2	
	Cover, pillow, plastic	30	
	Cradle, bed	6	
	Dilator, anal	2	
	Dredger, powder	1	
	Dropper, medicine	2	
	Elevator, bed	3	
	File, nail	2	
	Footstool	6	For use in Day Space and Ward Bays.
	Glass, medicine	20	
	Hammer, patella	1	
	Inhaler, Nelson's	2	
	Jug, water	36	For patients' lockers.

DEPARTMENTAL ITEMS (continued)

	Quantity	Notes
Basic List (continued)		
(*b*) *General items* (continued)		
Group III:		
Ladder, step	1	
Lamp, inspection, portable	1	
Machine, personal weighing, chair type	1	
Mask, face	90	Disposable items may be preferred.
Measure, minim	2	
Measure, tape, 72 in.	1	
Mirror, head	1	
Mug, denture	30	For patients' lockers.
Pillow	30	Additional to allocation of 3 per bed in ward.
Pole, lifting and handle	10	
Razor, electric	1	
Razor, safety	2	
Sandbag	12	
Sides, bed, attachable (pairs)	3	
Sphygmomanometer	1	
Stick, tripod, walking (pairs)	1	
Stick, walking	3	
Stocking, theatre, knee length (pairs)	15	
Stripper, bed	2	
Thermometer, lotion	2	
Thermometer, rectal	2	
Thermometer, room	4	
Tourniquet	2	
Tray, patient's	36	For patients' lockers.
Tumbler	36	For patients' lockers.
		NOTE: It has been assumed that piped oxygen and suction will normally be available and that a central reserve of portable suction units, oxygen apparatus, etc., will be held elsewhere in the hospital, convenient for general use.
Cost Guide (excluding Group I)	£450	

DEPARTMENTAL ITEMS (continued)

	Notes
Basic List (*c*) *Central Sterile Supply Department Items* *Group III:* Airways Apparatus, continuous drainage Blades, scalpel Bowls, lotion, with lids Cannulae Catheters, various Dishes, kidney Forceps, artery Forceps, clip remover Forceps, dissecting, plain Forceps, dissecting, toothed Forceps, dressing Forceps, sinus Forceps, sponge holding Forceps, tongue Funnels, various Gags, mouth, Doyens, adult size Gallipots Handles, Bard Parker Introducers, catheter silver Jugs Masks, B.L.B. Masks, oxygen inhalation Measures, graduated Probes, silver Proctoscope Relievers, breast Scissors, dressing Scissors, stitch Sets, cardiac arrest Sets, cutting down Sets, spinal manometer Sets, tracheostomy Shears, dressing Spectacles, Tudor Edwards Spigots Syringes, bladder Syringes, Canny Ryall's Syringes, hypodermic, various sizes Syringes, insulin Syringes, tuberculin Towels, dressing Trays, instrument Tubes, various Tubes, test Tubing, rubber, various bores Undines	The list is intended to give an indication of the type of items which it has been assumed will be obtained from the Central Sterile Supply Department. The cost of these will be included under the Central Sterile Supply Department.

B. Additional Accommodation

(*a*) DOCTORS' ROOM

As stated in Building Note No. 4 this room is to enable doctors to write up notes and give occasional consultations. Depending on requirements it might be included in the ward unit or serve two adjoining ward units.

		Quantity	*Notes*
Basic List			
Group I:	Mirror	1	
	Telephone	1	
	Hook, clothes	1	
	Socket outlet, twin	1	
Group IIb:	Desk	1	
	Chair, desk	1	
	Chair, upright, small	2	
	Chair, arm	1	
	Bookcase, or shelf	1	
	Rack, stationery	1	
Group III:	Ashtray	1	
	Bin, waste paper	1	
	Desk set	1	As required, e.g. ink stand, blotter, trays, etc.
	Cost Guide (excluding Group I)	£60	
Additional List			
	Illuminator, X-ray film	1	
	Cost Guide (additional list)	£20	

(*b*) VISITORS' WAITING SPACE

For lavatory accommodation for visitors see (*c*) below.

		Quantity	*Notes*
Basic List			
Group IIb:	Chairs (or bench seating)	10	
	Table, occasional	2	
	Stand, hat, coat and umbrella	1	Or hooks.
Group III:	Bin, waste paper	1	
	Ashtray	4	
	Cost Guide (excluding Group I)	£55	

(*c*) ACCOMMODATION FOR RELATIVES OF DANGEROUSLY ILL PATIENTS.

		Quantity	*Notes*
Basic List			
IN ROOM			
Group I:	Electric fire (luminous)	1	
	Mirror	1	
	Shelf	1	
	Hooks, clothes	As required	
	Socket outlet, twin	1	
Group IIb:	Divan-settee	1	
	Chair, easy arm, with footrest	1	
	Chair, upright, small	1	
	Table, occasional	1	
	Locker, clothes	1	
Group III:	Ashtray	2	
IN TOILET ACCOMMODATION			This lavatory accommodation will also serve (*b*) Visitors' waiting space (above).
Group I:	Lavatory basin, with shelf	1	
	W.C.	1	
	Hooks, clothes	As required	
	Mirror	1	
	Dispenser, soap	1	
	Toilet paper fitting	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
Group III:	Lavatory brush and holder	1	
	Cost Guide (excluding Group I)	£45	

Appendix
Ward Unit

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III), applied to standard schedules of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order:

Number of beds served					
27	28	29	30	31	32
£4,925	£5,050	£5,175	£5,300	£5,425	£5,550

In these totals no account is taken of the following:

(*a*) Items supplied from the Central Sterile Supply Department;

(*b*) Portable oxygen and suction apparatus, etc., which are not necessarily related to a particular ward unit;

(*c*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms;

(*d*) Equipment required in " additional accommodation ", cost guides for which are shown on the appropriate pages as for basic accommodation.

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